Department of Labor and Industries Detection and Tracking Unit PO Box 44174 Olympia WA 98504-4174



# QUARTERLY REPORTING FOR DRYWALL

#### **PREPARATION:**

Organize your records to capture the necessary information for preparing the Supplemental Quarterly Report for the Drywall Industry, the Drywall Industry Owner/Subcontractor Report and the Employer's Quarterly Report for Industrial Insurance.

- Keep and file material summary reports and invoices that you have received from material suppliers.
- Keep a record of material that you have purchased and also supplied to subcontractors.
  - o When subcontracting work you must keep the following information:
    - Subcontractors legal name.
       Contractors registration number and expiration date.
    - UBI or L&I account No. Amount of material supplied.
    - Project name/location.
       Date material supplied.
    - Completion date for contracted work.

### **COMPLETING REPORTS:**

Supplemental Quarterly Report for the Drywall Industry (See attached example)

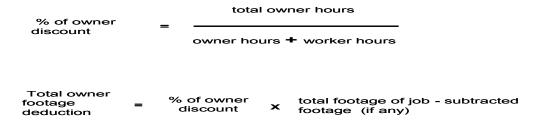
• Organize your workers' names, Social Security Numbers, gross wages, basis for pay (piece work, hourly, etc.), rate per unit/hour and work performed (similar to Employment Security reports).

<u>This is required</u> for firms reporting in the discounted classifications. Fill in the report, listing all employees who worked for your firm for the period being reported and <u>submit this report along with the</u> *Employer's Quarterly Report for Industrial Insurance*.

**Drywall Industry Owner/Subcontractor Report** (See attached example- this report is not required if you have no owner or sub-contractor exposure to report during the quarter). You must keep daily time records for the owner and employees to substantiate the percent of owner deduction.

Determine total square footage for each job (This includes drywall board purchased and also provided by others such as a general contractor).

**Compute owner deduction.** To do this you need to determine total hours worked by the owner and total hours worked by all drywall employees.



**Determine subcontractor square footage** worked installing and taping.

Keep your subcontractors' UBI, L&I and Contractors' Registration numbers on file. Maintain all subcontractor invoices/contracts to substantiate the amount of deductible square footage.

Complete this report for each project/job that had owner or sub-contractor activity during the reporting period. Fill in the report with total hours and square footage worked by owners and workers in the installation and taping classifications. Also, fill in subcontractor identification information and square footage worked by each subcontractor in the installation and taping classification. Submit this report along with the *Employer's Quarterly Report for Industrial Insurance*.

#### Employer's Quarterly Report for Industrial Insurance

- The total square footage used to complete the *Drywall Industry Owner/Subcontractor Report* is used to complete the *Employer's Quarterly Report for Industrial Insurance*.
- In addition, you need to organize your records to capture hours worked by employees in classifications in which you report by hours worked.

To complete the report, fill in the total square footage worked by your firm, less the owner deduction in the drywall installation classification and the taping classification and then multiply these totals by your rate to determine premiums for these activities.

For activities reported on an hourly basis (for example stocking or metal stud installation), fill in the total hours worked by employees in these activities and then multiply the total hours by your rate to determine premiums.

# **REMINDERS:**

- Don't deduct material scrapped by you or your employees and do not deduct material only scrapped or primed and textured by subcontractors.
- Don't deduct square footage for taping or texturing not done on the base layer in a multiple-layer application.
- Rooms (Sq Footage) that are not taped or textured may not be subtracted from the total drywall square footage purchased.
- Add any material purchased for repair or warranty work to the installation or taping classification regardless of whether or not you were the installing contractor.
- Add a minimum of 32 square feet per patch in the taping classification when repair work is performed on jobs you did not install and no material is purchased.
- Report hours worked by employees in other activities reported on an hourly basis such as stocking (classification 1101), metal stud installation (classification 0516), permanent yard/shop (classification 5206), etc.
- Report scrapping hours in classification 0510 when employees performed scrapping activities on jobs where your firm did not perform installation.
- Report priming and texturing hours worked by employees in classification 0521 when your firm did not perform the taping.

#### TO QUALIFY FOR AND MAINTAIN DISCOUNT DRYWALL RATES AN OWNER MUST:

- Attend the L&I workshops for claims/risk management and premium calculation /record keeping,
- Provide a voluntary release allowing L&I to obtain information about material purchased from suppliers.
- Keep all industrial insurance accounts for all businesses owned in good standing,
- Each quarter, provide L&I with a F212-051-000 Supplemental Quarterly Report for the Drywall Industry,
- Each quarter, provide L&I with a F212-050-000 Drywall Industry Owner/Subcontractor Report, and
- Maintain accurate records detailing materials purchased, materials provided to subcontractors and work subcontracted.



# **DRYWALL INDUSTRY OWNER** SUB-CONTRACTOR REPORT

Note: Form must be submitted with the L&I Quarterly Report.

Business name Marvin's Drywall			Business phone (360) 999-9999	
Business address 321 Main St		Rock Island	WA	99690
Unified Business Identifier (UBI#) 609999999	L&I Account ID 333,333-00	This report 6/30/05	for the period end	ling:

# **INSTRUCTIONS**

Total owners hours  $\div$  (owners hours + workers hours) = % of owner discount. % of owner discount x (total footage of job – subcontracted footage, if any) = Total owner deduction of footage. (Calculation is necessary for each risk class on each job or project)

Job or project name Clancy	Job or project location Total wallbox 876 Blue Stone Rd 14,472					oard purcha	sed for job.
<u> </u>	Class 0	550 or 054	0		Class 055	51 or 0541	
Owner(s) exposure	Install / scrap 'X' all that apply	Hours worked by owner(s)	Sq ft worked by owner(s)	'X' all	ime / texture that apply	Hours worked by owner(s)	Sq ft worked by owner(s)
	☐ Install☐ Scrap			X Tape X Prime	e/texture	60	9,648
Worker(s) exposure	Install / scrap 'X' all that apply	Hours worked by worker(s)	Sq ft worked by worker(s)	'X' all	ime / texture that apply	Hours worked by worker(s)	Sq ft worked by worker(s)
	☐ Install☐ Scrap				ime/texture	30	4,824
Subcontractor(s) exposure Name: Hammer & Nail	Installed by Subcontractor	Subco	orked by ntractor		ped by ontractor	Sq ft wo	
UBI 60999999	X Install	14,472		□ Та	pe		
Name:	- 🔲 Install			□ Ta	ne		
UBI	_ mstan				.pc		
Job or project name Gilroy	Job or project locat 702 Main St	tion			Total wallt 10,668	oard purcha	sed for job.
	702 Main St	tion 550 or 054			10,668	ooard purcha 51 or 0541	
	702 Main St		Sq ft worked by owner(s)		10,668		Sq ft worked by owner(s)
Gilroy	702 Main St  Class 0  Install / scrap	Hours worked by owner(s)	Sq ft worked by owner(s) 6,520	'X' all X Tape	10,668  Class 055  ime / texture that apply	Hours worked by owner(s)	Sq ft worked by owner(s) 6,599
Gilroy	702 Main St  Class 0  Install / scrap 'X' all that apply  X Install	Hours worked by owner(s)	Sq ft worked by owner(s)	'X' all  X Tape X Prime Tape, pri	Class 055 ime / texture that apply	Hours worked by owner(s)	Sq ft worked by owner(s)
Owner(s) exposure	702 Main St  Class 0  Install / scrap 'X' all that apply  X Install X Scrap  Install / scrap 'X' all that apply  X Install / scrap 'X' all that apply  X Install X Scrap	Hours worked by owner(s)  66  Hours worked by worked by worker(s)  42	Sq ft worked by owner(s) 6,520 Sq ft worked by worker(s) 4,148	'X' all X Tape X Primo Tape, pri 'X' all X Tape X Primo	10,668 Class 055 ime / texture that apply e/texture ime / texture that apply e/texture	Hours worked by owner(s)  Hours worked by owner(s)  Hours worked by worker(s)  37	Sq ft worked by owner(s) 6,599 Sq ft worked by worker(s) 4,069
Owner(s) exposure	702 Main St  Class 0  Install / scrap 'X' all that apply  X Install X Scrap  Install / scrap 'X' all that apply  X Install	Hours worked by owner(s) 66 Hours worked by worker(s) 42	Sq ft worked by owner(s) 6,520 Sq ft worked by worker(s)	'X' all X Tape X Primo Tape, pri 'X' all X Tape X Primo Tape	10,668 Class 055 ime / texture that apply e/texture ime / texture that apply	Hours worked by owner(s)  Hours worked by owner(s)  Hours worked by worker(s)	Sq ft worked by owner(s) 6,599  Sq ft worked by worker(s) 4,069
Owner(s) exposure  Worker(s) exposure  Subcontractor(s) exposure	702 Main St  Class 0  Install / scrap 'X' all that apply  X Install X Scrap  Install / scrap 'X' all that apply  X Install X Scrap  Install / scrap 'X' all that apply  Install X Scrap  Installed by	Hours worked by owner(s) 66 Hours worked by worker(s) 42	Sq ft worked by owner(s) 6,520  Sq ft worked by worker(s) 4,148  brked by	'X' all X Tape X Primo Tape, pri 'X' all X Tape X Primo Tape	ime / texture that apply e/texture that apply e/texture that apply e/texture that apply e/texture ped by ontractor	Hours worked by owner(s)  Hours worked by owner(s)  Hours worked by worker(s)  37  Sq ft wo	Sq ft worked by owner(s) 6,599  Sq ft worked by worker(s) 4,069
Owner(s) exposure  Worker(s) exposure  Subcontractor(s) exposure Name:  UBI Name:	To 2 Main St  Class 0  Install / scrap 'X' all that apply  X Install  X Scrap  Install / scrap 'X' all that apply  X Install  X Scrap  Installed by  Subcontractor  Install	Hours worked by owner(s) 66 Hours worked by worker(s) 42	Sq ft worked by owner(s) 6,520  Sq ft worked by worker(s) 4,148  brked by	'X' all X Tape X Prime Tape, pri 'X' all X Tape X Prime Tap Subce	ime / texture that apply  e/texture time / texture that apply  e/texture that apply  e/texture ped by ontractor  pe	Hours worked by owner(s)  Hours worked by owner(s)  Hours worked by worker(s)  37  Sq ft wo	Sq ft worked by owner(s) 6,599  Sq ft worked by worker(s) 4,069
Owner(s) exposure  Worker(s) exposure  Subcontractor(s) exposure Name:  UBI	702 Main St  Class 0  Install / scrap 'X' all that apply  X Install X Scrap  Install / scrap 'X' all that apply  X Install X Scrap  Installed by Subcontractor	Hours worked by owner(s) 66 Hours worked by worker(s) 42	Sq ft worked by owner(s) 6,520  Sq ft worked by worker(s) 4,148  brked by	'X' all X Tape X Primo Tape, pri 'X' all X Tape X Primo Tap Subco	ime / texture that apply  e/texture time / texture that apply  e/texture that apply  e/texture ped by ontractor  pe	Hours worked by owner(s)  Hours worked by owner(s)  Hours worked by worker(s)  37  Sq ft wo	Sq ft worked by owner(s) 6,599  Sq ft worked by worker(s) 4,069

Job or project name	Job or project location				Total wallboard purchased for job.		
	Class 0550 or 0540				Class 0551 or 0541		
Owner(s) exposure	Install / scrap 'X' all that apply	Hours worked by owner(s)	Sq ft worked by owner(s)		me / texture that apply	Hours worked by owner(s)	Sq ft worked by owner(s)
	Install Scrap	Hours	Sq ft		me/texture	Hours	Sq ft
Worker(s) exposure	Install / scrap 'X' all that apply  Install	worked by worker(s)	worked by worker(s)	'X' all	me / texture that apply	worked by worker(s)	worked by worker(s)
	Scrap				ne/texture		
Subcontractor(s) exposure Name:	Installed by Subcontractor		orked by ntractor	Tap	ed by ontractor	Sq ft wo	orked by ntractor
UBI	☐ Install			☐ Tap	be		
Name:	- 🔲 Install			│	_		
UBI	<b>└</b> Install			Ta <sub>r</sub>	oe .		
Job or project name	Job or project locat					ooard purcha	sed for job.
		550 or 054			Class 0551 or 0541		
Owner(s) exposure	Install / scrap 'X' all that apply	Hours worked by owner(s)	Sq ft worked by owner(s)		me / texture that apply	Hours worked by owner(s)	Sq ft worked by owner(s)
	☐ Install☐ Scrap			Tap	ne/texture		
Worker(s) exposure	Install / scrap 'X' all that apply	Hours worked by worker(s)	Sq ft worked by worker(s)		me / texture that apply	Hours worked by worker(s)	Sq ft worked by worker(s)
	☐ Install ☐ Scrap			Tap	ne/texture		
Subcontractor(s) exposure Name:	Installed by Subcontractor		orked by ntractor	Tap	ed by entractor	Sq ft wo	
UBI	Install			П Тар	e		
Name: UBI	Install			□ Тар	e		
Job or project name	Job or project local	tion			Total wall	ooard purcha	sed for job.
	Class 0550 or 0540			<u> </u>	Class 0551 or 0541		
	Install / scrap	Hours	Sq ft	Tane pri	me / texture	Hours	Sq ft
Owner(s) exposure	'X' all that apply	worked by owner(s)	worked by owner(s)		that apply	worked by owner(s)	worked by owner(s)
	☐ Install☐ Scrap			Tap	ne/texture		
Worker(s) exposure	Install / scrap 'X' all that apply	Hours worked by worker(s)	Sq ft worked by worker(s)		me / texture that apply	Hours worked by worker(s)	Sq ft worked by worker(s)
	☐ Install☐ Scrap			Tap	ne/texture		
Subcontractor(s) exposure Name:	Installed by Subcontractor		orked by ntractor	Tap	ed by entractor	Sq ft worked by Subcontractor	
UBI	- Install			□ тар	oe -		
Name:							
UBI	- 🔲 Install			Tap	e		



# SUPPLEMENTAL QUARTERLY REPORT FOR THE DRYWALL INDUSTRY

Suggested form. You may use a substitute design as long as it contains all the requested information.

Business name				Business phone	number
Marvin's Drywall				(360) 999-999	9
				l	
Business address		City		State	ZIP+4
321 Main St		Rock Is	sland	WA	99690
Unified Business Identifier (UBI#)	L&I Account ID		This report	for the period end	ing:
609999999	333,333-00		6/30/05	-	_

# **Employee Information**

Employee SS# (for ID only)	Employee's name	Gross wages	Basis for pay	Rate per Unit/Hour	Work performed
xxxxxxxx	John Doe	\$6,945	hr	\$35	Tape
XXXXXXXX	Adam Williams	\$1,152	Hr	\$12	I/C
XXXXXXXXX	William Adams	\$1,739	Hr	\$10	I/C/T

Please submit this or equivalent form with the L&I Quarterly Report if reporting in discounted drywall rates.

Basis for pay (P=Piecework, H=Hourly, S=Salary, C=Commission)
Rate per Unit/Hour (Hourly wage or piecework rates)
Work performed (I=Install, T=Tape, X=Prime/Texture, C=Scrap, S=Stock or otherwise, briefly describe duties)